

FILED:
RETURN TO
RECORDS MANAGEMENT DIVISION
AUG 10 1956

MEMORANDUM FOR: Deputy Director (Intelligence)

SUBJECT: Records Management

1. A review of the records management program in the OD/I area indicates that substantial progress has been made. Each major component has issued a directive establishing the program and has designated an Area Records Officer to administer it.

2. Representatives of the Records Management Staff have assisted these Area Records Officers in:

- a. Developing records disposition programs,
- b. Establishing schedules for the deposit of vital materials,
- c. Installing filing systems,
- d. Preparing new and revised forms, and
- e. Developing a reports management program.

A separate area has been provided in the Center for those records which require special security measures. Thus, all reasonable facilities have been provided whereby the Area Records Officers can carry out a well integrated records management program.

3. On 1 July 1956, the offices in your area had transferred 16,971 cubic feet of records to the Agency center, equivalent to the volume of 2,121 safe file cabinets costing over \$665,000. This progress is significant; but there are still over 50,000 cubic feet of records in office space in your area. Many of these should be transferred to the Agency records center. This can be accomplished only by the Area Records Officers ensuring that the records are retired in accordance with schedules that have been developed.

4. I find that all of your Area Records Officers perform their work creditably; but because of other duties none of them has been able to devote full time to records management. The present arrangement for part-time assignment in ONE and OBI is satisfactory; however, the job ahead seems to justify full time assignments in OSI, OCR, OCI, ORR and OO. ORI is the only Office

with a records management officer position identified on the Table of Organization.

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5. The Records Management Staff will continue to assist each area records officer as far as possible. However, the success of the Agency's overall records management program depends equally on the extent of participation by the line organizations. Mr. [REDACTED] Chief of the Records Management Staff, would appreciate an opportunity to discuss this aspect with you. Please let me know also if I can be of further assistance.

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[REDACTED]
Chief, Management Staff

Distribution:

- 2 - Addressee
- 2 - MgtS
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MgtS/RMS/[REDACTED]pat (8/8/56)